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# STUDENT HANDBOOK

THE SCHOOL OF NURSING  
PRESBYTERIAN HOSPITAL  
IN THE CITY OF NEW YORK

1935

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# **STUDENT HANDBOOK**



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PRESBYTERIAN HOSPITAL  
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**1935**

## General Information

1. Residents of Maxwell Hall are held responsible for the information posted on the first floor bulletin board.
2. Students are not permitted to go to the hospital when off duty without permission from the School Office.
3. Under no consideration is a resident to wear her uniform outside the hospital or the residence.
4. The Director of the School of Nursing has no office hours. Arrangements for an appointment may be made by leaving a note at the Hall desk.
5. Taking drugs, hot water bottles, or other equipment from the wards to the residence is absolutely forbidden.
6. Under no consideration is a student to accept a subpoena from a court, sign a legal document, or write any letters for patients while connected with the Presbyterian Hospital.
7. Residents are to use the entrance to Maxwell Hall. No one is allowed to come from the street through the tunnel.
8. Bank checks to be endorsed by the Director of the Residence are to be left at the Hall desk by 9: P. M. Checks so endorsed may be cashed at the Corn Exchange Bank at 167 Street and St. Nicholas Avenue.
9. The Hair Dressing Parlor is on Floor R: Ext. 7270.
10. The Cleaners & Dyers is on Floor X: Ext. 7010.
11. Bootblack is on the Broadway side of Vanderbilt Clinic.
12. Newspapers may be ordered from Eddie Staley's stand, southwest corner of 168th Street & Broadway. The Student Government receives the "New York Times." It can be found in the Lounge Room for those who wish to read it.

13. All newspapers and periodicals not taken from the rack at the North Elevator by Monday morning will be destroyed.
14. No ink bottles are allowed in Sturges at any time.
15. The North Elevator is for the use of residents of Maxwell Hall.
16. Elevator may be used for more than three flights of stairs. Residents are requested to walk down from the sixth floor.
17. *NO C. O. D.* packages will be accepted at the desk.
18. Smoking is allowed only on the bedroom floors. Ashtrays must be provided. Cigarette butts must *not* be thrown *on the floor* or *out the window*.
19. New meal ticket books may be obtained at the Hall desk by presenting the cover of the used book.
20. Please sign at the Hall desk whenever leaving the residence, and with the expected time of return.
21. All residents must be in their rooms at 10: P. M. Lights out at 10:30 P. M.
22. Residents shall observe quiet from 9: A. M. until 4: P. M. and from 10:30 P. M. to 7: A. M. Calling across the west court is forbidden.
23. Pianos and radios about the residence may be played:  
Gymnasium: any time until 10: P. M.  
Lounge Room: not during meal times, but any other time until 10: P. M.  
Sturges: before 9: A. M. and from 4: P. M. until 10: P. M. This rule does not apply on Sundays and holidays.  
Sitting Rooms: from 7: until 9: A. M. and from 4: until 10: P. M.  
Radios and victrolas are not allowed in the rooms.
24. A chart showing letter box numbers corresponding to room numbers will be found on the Bulletin Board.
25. Admission to all store rooms is by permission only.
26. The sewing machine on the mezzanine landing may be used from 1: P. M. to 10: P. M.

27. No notices may be posted on the first floor bulletin board without permission from the Director of the Residence.
28. Lost and Found articles are to be listed on the first floor bulletin board on the form provided.
29. No one is to leave the Residence after 9:30 P.M. or before 7: A.M., except for church.
30. The door to Maxwell Hall is open until 12:30 A.M. If for any reason you are delayed after this time, notify the School Office. On arrival ring the bell and wait until the door is opened for you.
31. When the fire alarm sounds, all residents are to report at once to the first floor.

## House Regulations

1. The use of electrical equipment, except curling irons and clocks, is prohibited. Fire regulations forbid the use of two-way plugs or extensions.
2. All food in rooms must be kept in tin containers.
3. Bed room doors are to be left unlocked.
4. When windows are open in winter, radiators must be left *On*.
5. Owing to the high prevailing winds, windows must be closed when leaving the room at any time.
6. Nothing is to be thrown from the windows of the rooms.
7. Nothing is to be placed on the window sills.
8. Nothing is to be pasted on the walls. Pictures are to be hung from the mouldings.
9. Window shades are to be pulled down when lights are on in the rooms.
10. Lights must be out at 10:30 P. M.
11. Repairs are to be requested in the Repair Book at the Hall desk.
12. Valuables and money are to be placed in the safe. A receipt is given by the Director of the Residence. It is important that the closet and bureau drawer

be kept locked, and the keys carried on the person at all times.

13. No equipment from the rooms may be taken on the roof.
14. A deposit of 75c is required for keys and 25c will be charged for any lost key.
15. Keys must be left at the desk during any absence of longer than one day.
16. Each resident is held responsible for the equipment and condition of her room. Charges for damage to any equipment are determined by the cost of repair.
17. All residents must be up by 8: A.M. on Thursday mornings for linen change and room inspection.
18. "Night Nurse" signs may be obtained at the Desk. Put one on the door when you go on night duty, and return it to the desk when you have finished.
19. Room Changes:
  - a. Notification of room changes will be left in the letter boxes.
  - b. Residents may move after 4: P.M.
  - c. Wicker hampers for moving are in the store room on the basement floor, room nearest the elevator. Please return the hamper when finished moving.
  - d. The South Elevator may be used when moving. Shut both gates when leaving the elevator.
  - e. Keys may be exchanged at the Hall desk.

## Vacations

1. Requests for trunk or other baggage in the trunk room is to be left at the Hall desk.
2. All belongings must be packed.
3. Storage space will be provided for suit cases or one trunk, but no cartons, boxes or packages.
4. Tags and labels for luggage may be obtained at the Hall desk.



5. Luggage going by express:
  - a) Notice to this effect to be left at the Hall desk on the morning of the day *before* departure.
  - b) Luggage must be locked and ready by 7: A. M. of the day of departure.
6. Soiled Laundry: If box has been returned, send in the usual way. If not—
  - a) Wrap in an apron.
  - b) Pin with a laundry slip completely made out.
  - c) Take to the linen sorting room in the south basement.
7. Rooms must be inspected before departure.
8. Leave keys at the desk when signing out.
9. *Complete address* must be *legibly* written in the book at the Hall desk provided for that purpose.
10. Students are expected to be in Maxwell Hall by 9: P. M. on the evening before the day scheduled for duty.
11. Residents must report to the School Office before leaving on vacations and on return to duty.

## Luggage

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, *clearly labeled*, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Access to luggage in the trunk room is by permission of the Director of the Residence.

## Illness

1. Any illness should be reported immediately to the Infirmary, third floor south. If the Infirmary Nurse is not found, call the desk (Ext. 281) for the Instructor on duty.
2. Dr. Moore has office hours in the Infirmary daily at 9: A. M. Please report all illness at this hour if possible.



## Sick Leave

1. Notification of return to Maxwell Hall after sick leave must be received in the School Office twenty-four hours before the time of return.
2. Return to be in time for dinner at 6: P. M.
3. Do not report on duty after sick leave until seen by Dr. Moore.
4. Report to the School Office on the way on duty. Absence is counted until this personal report is made.

## Laundry

1. All laundry must be plainly marked and listed as directed.
2. The laundry allowance is *two* uniforms a week for those wearing bibs and aprons and three a week for those not wearing bibs and aprons.
3. If any articles are returned in the wrong laundry box, take them to the linen sorting room in the south basement, second door from the elevator.
4. Any articles not returned in the laundry box, make note of the shortage and leave laundry slip at the desk.
5. Laundry boxes are to be placed at the South elevator:  
Sunday night: Floors 11, 10, 9, 8, 7  
Monday night: Floors 6, 5, 4, 3, 2
6. Laundry will be returned by 4: P. M. Saturday.
7. Operating Room uniforms will be given out on Saturday from 6:30 to 8: P. M.
8. Laundry slips may be obtained at the Hall desk.

## Kitchenettes and Laundries

1. Cooking is permitted in the kitchenettes until 10: P. M.
2. Those using the kitchenettes are expected to leave them in good order.

3. Ironing may be done in the *laundries only*.
4. Other information is on the door of each laundry and kitchenette.

## Telephone Calls

1. No telephone connections will be made between Maxwell Hall and the Wards.
2. It is impossible to connect telephone calls to the dining room.
3. Since the number of trunk lines to Maxwell Hall is limited, residents are requested to limit the time of conversation.
4. No telephone calls will be connected on the floors after 10: P. M.
5. Night nurses may not receive calls before 4: P. M.

## Maxwell Hall Reference Library

Regulations for the use of the Library are on the first floor Bulletin Board.

## Recreation

1. Participation in Hall events is urged as the desirable co-operative spirit, and that students may get the most out of their group activities.
2. All students are expected to participate in some form of physical activity for a minimum of two hours a week and record same in the note book for that purpose.
3. Co-operation in all class and Student Government activities is expected of all as a matter of good citizenship.
4. It is a matter of courtesy to answer notes left at the desk offering you tickets for concerts and other affairs.
5. If you sign up to participate in any activities, it is then your responsibility to let the one in charge know if you change your mind.

## Theater and Concert Ticket Service

Tickets for theaters or concerts will be purchased once a week. Leave *Money*, *Date* of performance, whether *Afternoon* or *Evening*, *Number* of tickets, and *Price* at the desk by 5: P.M. Thursday. The tickets will be left at the desk on Friday.

## Swimming Pool Regulations

1. All persons using the pool must have a permit on file at the swimming pool office.
2. No one is allowed to use the pool except when there is an authorized guard on duty.
3. Visitors are allowed on the balcony only.
4. The regulation gray cotton suit and a cap must be worn. Persons not owning suits will be charged ten cents for the use of suit and towel.
5. Persons with colds or communicable ailments, cuts or bandages are not allowed in the pool.
6. After an illness admittance to the pool is given only after permission from the School of Nursing Physician.
7. Hours of swimming are posted at the pool and on the Bulletin Board.

## Tennis Courts

1. Admittance to the tennis courts is through the tunnel and the Garden Room on Floor A.
2. Only *sneakers* are allowed on the tennis courts.
3. The courts are not to be used when wet.
4. Tennis equipment may be borrowed from Miss Phillips' office by signing for them.

## Riding

Tickets for riding at *Carr's Little Riding School* may be obtained at the Hall desk. The charge for riding is \$1.00 an hour. The riding school is in Van Courtlandt Park.

# Churches

## *Episcopal:*

Chapel of the Intercession—Broadway at 155th Street.  
Cathedral of St. John the Divine—Amsterdam Avenue  
and 112th Street.

## *Presbyterian:*

North Presbyterian—155th Street east of Broadway.  
Fort Washington Presbyterian—174th Street and Wadsworth Avenue.

## *Baptist:*

Washington Heights Baptist—420 West 145th Street.  
Wadsworth Ave. Baptist Church—210 Wadsworth Ave.

## *Methodist:*

Chelsea Methodist—Ft. Washington Ave. and 178th St.  
Ft. Washington Collegiate Church—Ft. Washington  
Avenue and 181st Street.

## *Catholic:*

St. Rose of Lime—165th Street between Amsterdam  
and St. Nicholas Avenues.  
Mass at 5:45 A. M., 7:, 8:, 9:, 10:, 11:, and 12:15 P. M.

## *Riverside Church:*

Dr. Fosdick—Riverside Drive and 122nd Street.  
There are four tickets available for each Sunday morning service. Requests for these may be left at the desk. No tickets are needed for the vesper service at 4: P. M.

## *Union Theological Chapel:*

Undenominational—Broadway at 121st Street.

Students going out on Sunday morning to early church services may be excused from prayers. Sign out on the slip at the desk for Church.

# The Alumnae Shops

The Alumnae Shops are on Floor A of the Hospital and the first floor of Harkness Pavilion. The Shops carry gifts, hosiery, candy, cigarettes, etc.

## Post Office

The nearest Post Office is at 163rd Street and Amsterdam Avenue.

## Public Library

The nearest branch of the Public Library is at 1001 St. Nicholas Avenue, at 161st Street. It is necessary to register at this branch before the card may be used in any Public Library in New York City.

## 'Bus Information

The Garden State Bus Terminal is at 550 West 167th Street, directly opposite the Medical Centre. Information about tickets, service and schedules of busses operating around New York may be obtained there.

Fifth Avenue busses that reach the Medical Centre:

Any No. 3, 4, 5, or 8 'bus marked *168th Street* or *Fort George*.

## Subways

Subway lines which reach the Presbyterian Hospital:

Seventh Avenue Line, I. R. T.—marked *Van Courtlandt Park & 242nd Street*.

Eighth Avenue, Independent Line—marked "A"  
*Washington Heights & 207th Street*.



# REGULATIONS GOVERNING LATE PASS and OVERNIGHT PRIVILEGES

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## General Information

1. Late passes and overnight privileges are extended only to students in good standing. By good standing is meant: acceptable ward work, acceptable class work, a good health record.  
Students not in good standing will receive permission from the Director of the Residence.
2. All late passes are granted on a weekly basis. The week begins on Sunday.
3. There will be no borrowing or saving up of late passes.
4. Students detained in any way from reaching Maxwell Hall in scheduled time must notify the Hall desk.
5. Late passes begin at 10: P.M. for Preliminary, Freshman and Junior students; at 10:30 P. M. for Senior students and Affiliating students.
6. Any infringements of the late pass regulations will be handled by the Late Pass Committee.  
First Offense—By the Committee.  
Second Offense—Loss of two weeks, late passes or more, depending upon the case. Judged by the Late Pass Committee.  
Third Offense—The President of the Student Council will call a special meeting to discuss the offense and decide the penalty.
7. All parties and entertainments extending after 10: P.M. will count as late passes, except for members of the entertainment committee.
8. Quiet in the Residence will be observed between 9: A.M. and 4: P.M., and from 10:30 P.M. until 7: A.M.

This regulation does not apply on Sundays and Holidays on the first floor of the Residence.



## Late Pass Regulations

1. Number of Late Passes allowed:  
Preliminary Class: One each week until 12:  
Freshmen & Juniors: Two each week: one until 12:, one until 12:30  
Seniors: Three each week: two until 12:, one until 12:30  
Affiliating Students the same as Seniors unless otherwise specified by the home school.
2. No late passes will be granted for one week following illness or return from sick leave of four days or longer.

## Overnight Regulations

1. Overnight privileges are allowed only on Saturday night or on holidays when the student has free time the following morning.
2. Number allowed:  
Preliminary Class: None.  
Freshmen & Juniors: One a month, and others may be taken instead of regular late passes if notice is given to the Late Pass Proctor.  
Seniors: Whenever scheduled.  
Affiliating Students: Whenever scheduled, unless otherwise specified by the home school.
3. Overnight privileges may be exchanged for an extra late pass until 12:30 by permission of the Late Pass Proctor.
4. Overnight privileges are to be signed for on Friday by 4: P. M., or twenty-four hours before a holiday, in the book at the desk; on the slip at the Hall desk.
5. Overnight privileges are granted only when the distance can be covered in three hours' time.
6. No one may leave for the night after 9: P. M.
7. Notice of address where the overnight leave was spent will be sent to parents or guardians.

## Relief Nurses

1. No Relief Nurse is allowed to leave the Hall after duty.
2. Students on relief duty must have lights out by 1: A. M.
3. Any infringement of these rules will be handled by the Late Pass Committee.

## Night Nurses

1. Students on night duty are required to sleep in their own rooms in Maxwell Hall.
2. Night nurses must have *six* consecutive or *eight* broken hours of sleep.
3. Permission is granted for students to leave the Hall on one half-day each week.

## Sick Leave

1. Notification of return to Maxwell Hall after sick leave must be received in the School Office twenty-four hours before the time of return.
2. Students returning from sick leave are to be in Maxwell Hall by 6: P. M.
3. Students are not to report on duty until they have been seen by the doctor.

## Vacations

1. Students returning from vacations must be in Maxwell Hall by 9: P. M. on the evening before the day scheduled for return to duty.
2. Report to the School Office before leaving on vacation, and report there when going on duty after vacation.

## Memoranda

8:00 Practice

9:30 Study

11:00 Supply room Q6

12:00 Proc Bandaging

# Memoranda

Billing's 5.0000

Chapter 1 - 4

Surgical nursing book  
Cotton

as grown  
now prepared  
now made into  
gauze

Cotton gauze +  
adhesive plaster

Johnson + Johnson  
1 - 22

~~Tuesday~~ Monday

Breakfast

8:00 Anatomy 115, H

9:00 Surg. Nurs. 115

10:00 Phys. Ed.

11:00 Diet Lab

12:00

11:00 Lunch  
1:30 Study  
2:00 Study  
3-4 P.m.

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